Summary:
Work within framework of the Duke Global Health Institute (DGHI) mission to support education efforts in global health at Duke University, with particular focus on students and faculty. Manage student advising, serve as primary point-person for departmental communications and program planning.

Work Performed:
Educational Programs and Student Services (55%)
- Advise students, including prospective students, global health majors and minors, graduate students, and set up and notify students of advising hours; maintain advising notes on individual students.
- Oversee student advising process, including being familiar with education program requirements; prepare advising materials. Track students through degree/certificate progress and completion.
- Serve as first point of contact, in person, on phone, or via email/web for questions and information about DGHI education and training programs.
- Assist in program planning and execution of education-related program events, such as information sessions, symposia, or social events.
- Oversee collecting, organizing and compiling of student grant applications. Supervise student assistant staff.
- Responsible for course scheduling and registration process each semester.
- Assist the Assistant Director with the development and yearly administration of the assessment program for all education programs.
- Administer course evaluation process, including organization, distribution, collection and data analysis.
- Serve on committees and in meetings at University, College, and Institute level.

Communications and Marketing (30%)
- Distribute information to faculty, students and prospective students and the community at-large about the education program offerings, requirements and deadlines.
- Issue weekly education program announcements and stay in touch with constituents using various communications channels, including listservs, social media, and the DGHI calendar.
- With web manager, ensure that education content on the DGHI website is accurate and current. Act as liaison with the DHGI communications team to develop and review print and digital content for education and training programs.
• Produce and update manuals prepared for various education programs (e.g. handbook for majors and minors)

**Finance and General (15%)**

• Work closely with Grants & Finance staff to manage financial processes for student grants including compilation and submission of required documentation, tracking of payments and completion of annual reports.
• Submit expense reports, following Duke procedures, for student reimbursements.
• Schedule meetings and determine room reservations for student and departmental events inclusive of meetings and courses.
• Complete other assignments as assigned by members of the education team and the faculty directors.
• Perform other duties related to the work described herein.

**Education**

Work requires communications, planning and organizational skills generally acquired through completion of 2-3 years of experience and a bachelor's degree program. Master's degree is preferred.

**Experience**

A strong candidate will have previous experience in global health, international education or in an international setting. DGHI Education seeks candidates with the following skills:

• Previous advising, student services, or higher education experience
• Excellent written and verbal communications skills
• Ability to manage multiple projects while providing outstanding customer service
• Excellent organizational skills, high attention to detail, strong follow-through
• Ability to manage priorities and meet assigned deadlines
• Adapts easily to change and diversity as required in day-to-day duties, works well within a team-oriented environment
• Proficient in Microsoft Office Suite; e-mail software; social media platforms

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

**To apply for this position:**

Please complete application on-line at [http://www.hr.duke.edu](http://www.hr.duke.edu) (requisition #401046289).